

ATTACHMENT G

FINANCIAL PROPOSAL FORM INSTRUCTIONS

1. In order to assist Offerors in the preparation of their Financial Proposals and to comply with the requirements of this solicitation, Attachment G - Financial Proposal Form Instructions and Proposed Price Form Sheets G-1 through G-3 have been prepared. Offerors must submit their Financial Proposals on these forms in accordance with the instructions on the forms and as specified herein.

2. The Price Bid Forms Sheet G-1 through G-3 are to be completed, signed and dated by an individual who is authorized to bind the Offeror to all prices and discounts offered. Enter all information in the spaces provided.

3. All criteria included in these forms, i.e., the estimated quantity or amounts for various items shown on the forms, are for price evaluation purposes only. The State reserves the right, at its sole discretion, to purchase in different quantities than those referenced in the proposed price forms. The State reserves the right, at its sole discretion, not to purchase any equipment or service proposed under this RFP.

4. Offerors are required to record the unit prices, percentages, etc., for each listed element. Where appropriate, calculate the extended price and compute a total, which shall be the basis for financial evaluation for each product line.

- i. All unit/extended Prices must be clearly typed or written in ink with dollars and cents, e.g., \$24.15.
- ii. All percentages must be expressed as decimals and be typed or written in ink with no more than three decimal places,(e.g. Record “0.155” for 15.5%)
- iii. All Unit Prices must be the actual unit prices the State will pay for the proposed item per this RFP and may not be contingent on any other factor or condition in any manner. All percentages proposed must be the actual minimum percentage reductions that will be applied to any item on the manufacturer’s suggested retail price lists (MSRP).
- iv. All goods required or requested by the State and proposed by the Offeror at No Cost to the State must be clearly entered in the unit and extended price with \$0.00.
- v. For any product line proposed all goods required or requested within a product line by the State must be offered by the Offeror.
- vi. Except as instructed on the form, nothing shall be entered on the forms that alters or proposes conditions or contingencies on the prices or percentages.

5. Offerors must record the required information on each table as follows:

- a. **ATTACHMENT G-1A– Active RF Electronic Home Detention Systems**
– Fill in the unit pricing for the equipment categories specified in a quantity of 1 to 1000. Under (A), (B), (C), and (D) fill in the daily equipment unit rate for the units of the equipment categories specified. ~~Under (E) fill in the daily service rate for providing 1000 Active RF Electronic Home Detention Systems.~~ (E) is the total cost of adding (A), (B), (C) and (D).
- b. **ATTACHMENT G-1B – Passive RF Electronic Home Detention Systems**
– Fill in the unit pricing for the equipment categories specified in a quantity of 1 to 1000. Under (A), (B), (C), and (D) fill in the daily equipment unit rate for the units of the equipment categories specified. ~~Under (E) fill in the daily service rate for providing 1000 Passive RF Electronic Home Detention Systems.~~ (E) is the total cost of adding (A), (B), (C) and (D).
- c. **ATTACHMENT G-2A – Active Global Positioning Systems** – Fill in the unit pricing for the equipment categories specified in a quantity of 1 to 1000. Under (A), (B), and (C) fill in the daily equipment unit rate for the units of the equipment categories specified. Under ~~(E)~~(D) fill in the total cost by adding (A), (B) and (C).
- d. **ATTACHMENT G-2B – Passive Global Positioning Systems** – Fill in the unit pricing for the equipment categories specified in a quantity of 1 to 1000. Under (A), (B), and (C) fill in the daily equipment unit rate for the units of the equipment categories specified. Under ~~(E)~~(D) fill in the total cost by adding (A), (B) and (C).
- e. **ATTACHMENT G-3 – Video/Voice/Breath Alcohol Monitoring Systems**
– Fill in the unit pricing for the equipment categories specified in a quantity of 1 to 999. Under (A1), (A2), (A3) fill in the daily unit pricing for ~~500 units of the kind proposed (video/voice or breath)~~ the 250 units. Under (B) fill in the price of 2 pieces of Central-Polling off-premise equipment . Under (C) fill in the daily service rate for providing ~~250 500~~ Video Alcohol Monitoring Systems. Under (D) fill in the daily service rate for providing ~~250 500~~ VOICE Alcohol Monitoring Systems. Under (E) fill in the daily service rate for providing ~~250 500~~ CONTINUOUS BREATH Alcohol Monitoring Systems. ~~Under (F) fill in the daily service rate for providing 250 500 CONTINUOUS Alcohol Monitoring Systems.~~

6. It is imperative that the prices and percentages included on Attachment F pages have been entered correctly and calculated accurately by the offeror and that the respective totals agree with the entries on the forms. Any incorrect entries or

inaccurate calculations by the offeror will be treated as provided in COMAR
21.05.02.12.